



CHIPPING NORTON SCHOOL

FIRST AID POLICY (NON-STATUTORY)

Date reviewed:	May 2023
Next review:	May 2026
Members of staff responsible:	L Trimmer / D Shadbolt / M Robinson
Committee:	Resources Committee

INTRODUCTION

Equal Opportunities and Scope

Chipping Norton School acknowledges its responsibility to have appropriate first aid arrangements in all its workplaces and services. This will include ensuring there is adequate and appropriate equipment, facilities and personnel available to enable first aid to be given to its staff, students and others who may be affected by its activities, should they become injured or become ill whilst at the school.

Chipping Norton School expects staff to adhere to this policy in line with obligations under equality legislation. Senior staff must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

Schools are required to refer to the First Aid page of the RLT Members Site for further guidance

Under the Health & Safety (First Aid) Regulations, employers are required to make provision for first-aid for those taken seriously ill or injured in an accident at work. Schools are required to set in place arrangements for dealing with First Aid, based on a suitable and sufficient assessment of need (risk assessment). These arrangements must be adequate and appropriate in the circumstances and cover all people, equipment and activities both on and off site; and 'out of hours' activities.

The aims of Chipping Norton School First Aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

First Aid Treatment is for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance is obtained. The main aim of First Aid is:

- To prevent the deterioration of an individual's condition until expert professional help is available.
- In the event of serious injury, accident or sickness the First Aider should administer appropriate First Aid. If necessary, the individual should be transferred to a medical centre or hospital without delay.
- First Aid also includes the treatment of minor injuries which do not require a medical practitioner.

This covers the provision of First Aid to both employees and pupils. It should be noted that the [Governance Handbook 2020](#) in section 6.9.13 states;

*"...The regulations set out First Aid provision in the workplace, and requires employers to provide adequate and appropriate equipment, facilities and qualified First Aid personnel for employees. While the health and safety regulations do not require employers to provide First Aid for anyone other than their own employees, it is strongly recommended **that all educational and early years settings consider the needs of non-employees such as pupils, students and visitors when making provision for First Aid.***

*Where **schools have early years provision at least one person who has a current paediatric First Aid certificate must be on the premises and available at all times when children are present and must accompany children on outings.** Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric First Aider is able to respond to emergencies quickly".*

All workplaces and schools (and dependent upon an assessment of First Aid needs) must have a sufficient number of suitably trained First Aiders to care for employees in case they are injured at work.

However, the minimum legal requirement is to have an 'appointed person' to take charge of First Aid arrangements, provided the assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained First Aider.

DEFINITIONS OF DIFFERENT FIRST AID ROLES

- **Appointed Person:** Individual **who takes charge of organising (not administering)** First Aid (e.g. looking after First Aid equipment and calling emergency services).
- **First Aider (EFAW):** Competent person qualified to administer **emergency First Aid only.**
- **First Aider (FAW):** Competent person qualified to administer **emergency First Aid and normal First Aid**

RESPONSIBILITIES

The Headteacher is responsible for:

- Ensuring a First Aid Needs Assessment is carried out and reviewed at least annually or sooner as necessary.
- Ensuring adequate and appropriate identified first aid equipment and facilities are provided.
- Ensuring that an appropriate number of trained first aid personnel are present in the school at any one time.
- Ensuring the provision of sufficient numbers of first aid boxes, and that these are regularly checked and first aid supplies replenished as necessary.
- Ensuring staff under their control are aware of the first aid arrangements.
- Undertaking personal needs assessments for lone/mobile workers or those with specific health needs.
- Ensuring appropriate risk assessments are carried out, and appropriate measure are put in place
- First Aiders are appropriately qualified and resources are made available for First Aiders to carry out their training
- A First Aid room is identified and equipped as required;
- Appropriate First Aid boxes are provided and maintained;
- The premises has appropriate First Aid signage;
- Staff are advised of the school's First Aid arrangements
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

First Aid Personnel are responsible for:

- Responding to incidents in the school.
- Recording any first aid treatment given.
- Keeping first aid treatment records secure in line with data protection.
- Appropriately maintaining the medical confidentiality of the person they are treating.
- Keeping their training up to date including refreshers and keeping a record of this.
- Treating casualties in accordance with the training they have been given.
- Ensuring contents of first aid boxes are regularly checked to establish supplies are sufficient to meet requirements.
- Ensuring their contact details are updated if they move premises or change their usual working location.
- Taking effective measures to protect themselves from any blood borne infection.
- Reporting insufficiencies in first aid arrangements to Morag Robinson

Staff are responsible for:

- Ensuring they are familiar with the name and location of the nearest first aider or appointed person.
- Ensuring an incident report is completed for all accidents.
- Informing the Leadership Team of any specific health conditions or first aid needs.
- Informing the headteacher or their manager of any specific health conditions or first aid needs

First Aid Needs Assessment

A First Aid Needs Assessment will identify the school's first aid requirements. Significant risks in the school will be included in the assessment process, which will then identify the school's first aid needs.

The school's First Aid Needs Assessment will state that the school's provision will be reviewed if:-

- There has been a significant change in the number of people in the school.
- There have been changes in the way people work or use the school.
- There has been an increase in the hazard of the activities carried out on site.
- There has been a change in legislation or guidance.

Although our annual review will not necessarily mean carrying out a new assessment, the school will continue to ensure that the existing one is valid or record any amendments to reflect changes in circumstances.

Types of First Aid Personnel

Appointed Person

There are several staff members who can take charge of the first aid arrangements. These personnel will look after first aid equipment and facilities and call the emergency services when required. These staff have also had First Aid at Work training.

Emergency First Aid Worker

We have at any one time 20 trained staff members who can carry out basic first aid or lifesaving interventions whilst waiting for emergency services. These staff have undergone an 18-hour course and will undertake a requalification course every three years to keep their qualification current. They will also participate in annual refresher training if called upon.

First Aid Worker

We have 6 trained members of staff to provide first aid for a range of specific injuries and illnesses, as well as emergency first aid. They have undergone First Aid at Work training (an 18-hour course) and will undertake a requalification course every three years to keep their qualification current. They will also undertake annual refresher training to ensure they are able to use their skills if called upon.

Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

Additional Training

Additional training will be made available as necessary to refresh or requalify undertaken more frequently than basic first aid skills e.g. defibrillator training should be refreshed every 6 months. Epipen training takes place regularly throughout the year, so a large proportion of staff are trained at any one time.

All levels/types of first aiders must attend annual refresher training to update basic skills.

Assessment of need/Risk assessment

Chipping Norton School will **risk assess their First Aid needs** to establish the level of First Aid protection required.

This risk assessment shall take into account the following:

- The nature of the work and workplace hazards and risks;
- The risk of injury or ill health in the workplace;
- Any specific risks that might require specialist training and First Aid equipment;
- The history of accidents at the school;
- The nature of the workforce;
- Staffing levels at the school;
- The age of visitors (Inc. pupils) to the school
- Work patterns and distribution of workforce throughout the location;
- The extent of any activities carried out, outside of normal school hours (Weekend classes, Summer schools, adult education and when any part of the premises is hired out to other organisations);
- Any staff or regular visitors (Inc. pupils) with known existing health issues;
- Any staff or regular visitors (Inc. pupils) with language difficulties, disabilities or special health problems;
- The need to provide First Aid for those other than employees who visit the workplace, e.g. pupils, parents, partners, volunteers, members of the public.
- Other medical services that may be available at or near to the workplace;
- Distance from workplace to emergency medical services;
- The number of existing First Aiders and/or Appointed Persons;
- Existing First Aid equipment and its location.
- Annual leave and other absence of First Aiders and appointed persons

In some circumstances Staff and the persons with them may be working on premises where the First Aid is provided by another employer. In these cases, the member of staff leading the group is responsible for ensuring that the First Aid arrangements are known.

First Aid Procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents

- If emergency services are called, the pastoral assistant linked to the student's year group will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

Off-site procedures

- When taking pupils off the school premises, staff will ensure they always have the following:
- A school mobile phone
- An up to date and properly equipped portable first aid kit
- Information about the specific medical needs of pupils (e.g. individual Risk Assessment)
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked and properly equipped first aid box.

Risk assessments will be completed by the trip leader and signed off by the Educational Visits Coordinator prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

First Aid Kits

We refer to The RLT suggested list of items that must be in the first aid box. The following is a guide of suggested minimum stock that will be found in our first aid kits:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 2 large, individually wrapped, sterile, unmedicated wound dressings
- 6 medium sized, individually wrapped, sterile, unmedicated wound dressings
- At least three pairs of disposable gloves (preferably latex free)

Above is the suggested minimum stock, however we also have available disposable aprons, individually wrapped moist wipes, adhesive hypoallergenic microporous tape, and shears capable of cutting through clothing, sterile disposable tweezers, and foil blankets to protect casualties from the elements. Our first aid kits are compliant with British Standard BS 8599.

No medication of any kind, for example, paracetamol, antiseptic creams, burn sprays, epipens, insulin, asthma inhalers etc., will be kept in first aid boxes, nor will they be used as a form of first aid. This is because:

- In the case of tablets, we will not know if any medication has previously been taken, or if it has, what dosage and when. Giving such medication may adversely affect treatment or surgery that may be required
- If the wrong cream is used for the wrong injury, or used inappropriately, there may be serious scarring or long term discomfort for the casualty. There may also be the chance of an adverse allergic reaction
- A first aider's role is to assist persons to self-medicate and contact emergency services not to be a medic replacement.

The only exception to this rule is where aspirin is used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first aid practice. If kept for these purposes Aspirin should be kept separately from the general first aid kit in a secure location. Aspirin is not to be used to treat illness.

Prescribed medicines kept for individual students do not fall under this policy.

First aid kits will be checked regularly so that stocks can be maintained. The containers protect first aid items from dust and damp and any items with expiry dates will not be used beyond their expiry date.

School first aid kits are clearly identifiable (containers have a white cross on a green background) and are readily accessible to staff. Kits are available across the school and our science laboratories, D&T workshops and kitchens all have their own prescriptive first aid boxes. First aid kits are also available in the Pastoral offices and in the school reception area. After normal working hours, a first aid kit is available with the site staff.

Travelling First Aid kits

First aid kits are kept stocked at school (and again the school uses the RLT guidelines for content inclusion) and then taken off the premises for individual trips. The school's DoE lead and sports fixtures lead have a first aid qualification. When students go abroad on school trips a lead first aider accompanies the party.

First Aid Room

There is a First Aid room at school and occasionally it is used as such. A suitable room on the ground floor has been identified, is clean and ready for immediate use. The room is appropriately stocked and contains essential first aid facilities and equipment, such as:

- a sink with hot and cold running water
- liquid soap and disposable paper towels
- a first aid kit
- a waste bin, lined with yellow clinical waste bags or container suitable for safe disposal of clinical waste
- a couch with waterproof protection, clean pillows and blankets (and a system for keeping them clean)
- a chair
- a WC
- telephone nearby

The room is easily accessible to stretchers and is clearly signposted and identified. It is kept clean and tidy at all times and is not used as a store room.

Recording First Aid Treatment

When first aid is given, the person giving first aid will make a record of:

- Date, time and place of incident
- Name and job title (where relevant) of the injured person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example, went home, went back to work, went to hospital)
- Name and signature of the person dealing with the incident

All completed records of first aid treatment will be kept in a secure location (see SBM or Site Manager for location) and are also uploaded onto the RLT 'Safesmart' database to comply with the requirements of GDPR legislation. Blank copies of the accident form are available from the site manager or on the shared drive. Where necessary, an Incident form will need to be completed using the RLT 'SafeSmart' system. The Site Manager, David Shadbolt will enter this information and include it on any RIDDOR submissions.

First Aid and Accident Record Book

- An accident form or a Safesmart record (as required) will be completed by the [first aider/relevant member of staff] on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident
- A copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff
- Records held in the first aid and accident book/Safesmart for adults will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. Records for children will be retained until the child reaches the age of 18 years old.

Provision of generic* painkillers to students during the school day

There may be times during the school day when students request help with pain management. The school follows a dedicated procedure to handle student requests:

- Pastoral Leaders are the **only** staff members authorised to provide generic painkillers. This is to ensure consistent and carefully managed practice and ensure that students are not provided with more painkillers than is safe to do so.
- Pastoral Leaders will keep generic painkiller medication in a locked drawer/cabinet at all times. This is to ensure that students do not have personal access at any time and so that we cannot monitor their distribution.
- Generic painkillers can only be provided with parental consent
- Each request for generic painkillers is added to a live Google Sheet with:
 - Student's name
 - Year group
 - Brand of painkiller dispensed
 - Dosage (e.g. 200mg/500 mg etc)
 - Date and time of provision
 - Tick to record parental agreement has been received
 - Name of person dispensing tablet(s)

(*generic - paracetamol, panadol, anadin etc)

Reporting to the HSE

The School Business Manager (L Trimmer) Site Manager (D Shadbolt) will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The details of this must be entered into Safesmart under the relevant RIDDOR section.

The School Business Manager (L Trimmer) Site Manager (D Shadbolt) will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

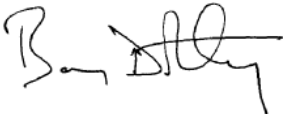
Descriptions of reportable injuries, diseases or dangerous occurrences, can be found from the HSE website Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

Notifying parents/carers

The relevant pastoral leader will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

Monitoring arrangements

This policy will be reviewed by the School Business Manager/Site Manager at least every year. At every review, the policy will be approved by the Headteacher.

Approved by:	
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Date:	7 June 2023
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